



VONTIER PERSONAL LEAVE OF ABSENCE POLICY (Non-Medical)

It is the policy of the Vontier to consider employee requests for an unpaid personal leave of absence, with approval subject to business needs and other circumstances.

A personal leave of absence may be requested for circumstances which compel absence from work, such as personal emergency, extended vacation, family care not covered by other Vontier leaves or similar absence. An employee desiring the personal leave must submit a written leave request identifying the requested dates and reason for absence. Normally the leave request should be submitted at least two weeks in advance of the requested time off. All available vacation or paid time off must be exhausted before an employee may apply for leave under this policy.

Approval of a personal leave of absence is subject to the discretion of Vontier and the Operating Company after considering the needs of the business and the circumstances of the case. Any subsequent extension requested by an employee may be approved solely at Company management discretion. Generally, management tends to discourage the granting of personal leaves during busy periods. Greater flexibility may be granted in considering personal leave requests during slow business periods. Personal leaves generally may be no longer than 30 calendar days.

During a period of personal leave, an employee's pay, holiday pay, accrual of vacation benefits, and accrual of sick time (if applicable, and subject to state leave laws) are suspended. The employee is responsible for continued payment of normal insurance contributions if uninterrupted insurance is desired.

In the event an employee fails to return to work on an agreed date at the end of leave or fails to receive approval for a leave extension, the continued absence will be viewed as a voluntary resignation.

The employee's supervisor or manager shall make an effort to place the returning employee in the same or similar job if any such position is available. However, during any period of personal leave, the Company reserves the right to fill, change, or eliminate a vacant position. In those cases when no suitable work is available, customary termination procedures shall apply.

Requests for Paid Family Leave

Employees must contact Unum at 866-860-2063 in addition to coordinating with their manager to obtain advanced approval of any time-away from the office, including a personal leave of absence.

The employee will provide his or her supervisor with notice of the request for leave as soon as possible, but no later than 30 days prior to the requested leave date, where foreseeable and possible, and as soon as practicable when the need for leave is unforeseeable.

Vontier may require additional documentation from the employee to substantiate the request for leave. This may include completion of associated FMLA paperwork required by your operating company.